

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0077593

Date Posted: 03/11/13

POSITION NO: 213185

Closing Date: OUF

CLASS CODE: 2161

POSITION TITLE: SENIOR TRIBAL COURT ADVOCATE

DEPARTMENT NAME: OFFICE OF NAVAJO PUBLIC DEFENDER

DEPARTMENT NO: 7 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R66A

Days: Mon-Fri

Permanent: ☒

SALARY:

Hours: 8:00 am-5:00 pm

Temporary: ☐

Duration: \$ 45,011.20 Per Annum

Part-Time: ☐

No. of Hrs/Wk: \$ 21.64 Per Hour

DUTIES AND RESPONSIBILITIES:

Independently prepares and is responsible for more advanced and complex criminal and civil (juvenile) cases, including appellate cases; interviews witnesses, clients, experts & others; investigates all aspects of criminal & delinquent cases; negotiates settlements with opposing parties; prepares legal memoranda, briefs, motions & other required documents for court presentations; appears in court. Performs legal research & be able to present legal arguments in a cogent fashion (orally & in writing). Must have ability to conduct a trial and possess good working knowledge of the rules of evidence & have substantive knowledge & extensive experience of the law. Prepare legal documents, briefs, motions & other forms required by the Court. Must possess knowledge of & experience in preparing appellate cases, & negotiation of settlements. Responsible for legal work of considerable difficulty in the defense of criminal actions and representation of clients. Must have the ability to analyze, apprise & organize facts, evidence & precedents, prepare & present such material in clear and logical form, both oral and written, in court. May assist with training of tribal court advocates, case reviews and preparation of required reports when needed.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Criminal Justice, Law, Pre-law, Criminology or a closely related field; and

Experience:

Four (4) years of progressively responsible trial or office attorney work involving the development and/or presentation of court cases in a tribal court setting; or an equivalent combination of education, training, and experience which provides capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Must possess comprehensive knowledge in all areas of common tribal & federal laws; in court procedures & Rules of Evidence; in methods & techniques in presenting cases in court, of legal research & use of law books & possess good writing skills.

License/Certification Requirements:

Must be a member in good standing of the Navajo Nation Bar Association. Must be in strict conformance with professional and ethical standards. Valid state driver's license and Navajo Nation Vehicle Operator's Permit, ***preferred***.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99